

Title

How to prepare a printed assignment

by

Name:

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Class:

EP1

Teacher

Mr Fogarty

How to prepare a printed assignment

During this task you will learn how to submit as a minimum a **TWO PAGE** printed document prepared using Microsoft Word.

The document you will submit at the end of the task must include:

- A **Cover Page**
- Your full name and class and file name, right-justified , in a '**Page Header**' on all pages (except the cover page)
- Page numbers centred in a '**Page Footer**' on all pages (except the cover page)
- A '**Table**'
- '**Bullet points**' (single spaced)
- A '**Word Count**' at the end of the document

In addition, your document must use:

- 12 point, Times New Roman font
- Double spacing for all text except for bullet points and tables.

The content of your document should relate to the **Research Topic** you have been allocated. You should '**Spell Check**' your document before saving it. You must **SAVE** your document on the student server in the following format: Your full name_Assignment Topic'

You will also be required to include the in the document - **Number of words** = 244

At the end of the task you will be required to **PRINT** the document and hand it in to your teacher.